



# Growth Factor Submission

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# Purpose

- ▶ KRS 157.360 (8) states that “Program funding shall be increased when the average daily attendance (ADA) in any district for the first two months of the current school year is greater than the ADA of the first two months of the previous school year.”
- ▶ The percent of growth is multiplied by the previous school year’s end of year ADA to determine the additional ADA funding a district will receive.
- ▶ If a district does not incur any growth or shows a loss in ADA, there is no deduction of program funding to the district.

# T1s and T5s

- ▶ KRS 157.370 (3) provides for an adjustment in transportation funding for current year increases in transported students. The number of transported students (T1s + T5s) for the first two months of the current year is compared to the number of transported students (T1s + T5s) reported on the previous school year's Growth Factor Report.
- ▶ The percent of increase is multiplied by the tentative transportation calculation to determine the amount of transportation funding increase for a district.
- ▶ A district that shows a loss or no increase in T1s and T5s will not incur a reduction in funding.

# Focus Area

- ▶ The Growth Factor Report includes the following information for the first two (2) school months:
  - aggregate days attendance and absence
  - race and gender count adjustments for less than full-time attendance (Partial Day)
  - nonresident/non-contract students
  - overage and underage students

All information is reported by school, grade level, and transportation (T) code.

# Due Date

- ▶ The Growth Factor report is due to KDE 10 days after the last day of the second month, but no later than November 1<sup>st</sup> of each school year.

# State Enrollment Overlap

Enrollment overlaps occur when the begin/end dates of one primary enrollment overlap with that of a second primary enrollment record for the same student.

Path: Student Information>Reports>State Enrollment Overlap

**Review Step:** The enrollment overlap report will identify these overlapping records, which should be corrected. ***Be very careful which enrollment record you end date as attendance and grades are tied to enrollment.***

# Student Schedule Gaps

This tool is used to locate student schedule gaps. The report shows any days the student has schedule gaps from the enrollment begin date to the withdrawal date (if applicable).

Path: KY State Reporting>KDE Reports>Schedule Gap Report

- ▶ **Review Step:** Correct any schedule gaps for any dates shown on this report. Perform this for any withdrawn students as well, since they do affect the attendance reports.

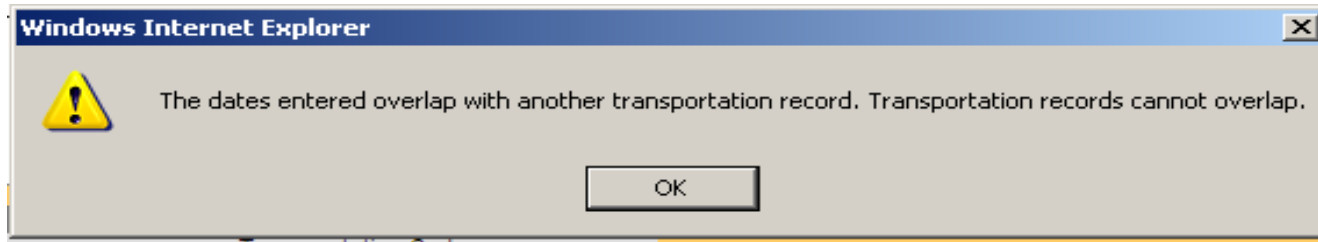
# Overlapping T Codes

Path: Ad Hoc Reporting>Filter Designer>State Published>Audit Overlapping T Codes

- ▶ Students with overlapping transportation codes need to be corrected. Run this query for each school.

# Overlapping T Codes

- ▶ New Overlapping T-codes should not occur; the system should prevent the creation of an overlapping T-Code. However, some will occur.



- ▶ **Review Step:** Correct any overlapping transportation records.

# Missing T Codes

All students should have a T code associated with their school enrollment record. Run the Missing T Code filter for each school.

Path: Ad Hoc Reporting>Filter Designer>State Published>Audit Missing T Codes–School

- ▶ **Review Step:** Assign a transportation code and enter a date segment for students. Transportation segments are school specific. An enrollment record at each school should have a transportation record associated with it.
- ▶ *Run the Missing T Code filter for each school individually with the current school year selected.*
- ▶ Correct all missing T codes.

# Period Schedule

## Close Gaps in Period Schedules

Path: System Administration > Calendar > Calendar > Periods Tab

Review Step: Ensure no time gap from period end to period start. Include passing time, lunch time and recess within periods

Infinite Campus District Edition

Year: 13-14 School: County High School

Index Search Help < 13-14 County High Sch

Calendar Grade Levels Schedule Structure Terms Periods School

Save Period Schedules New Period Schedule Delete Period Sched/Periods

Period Schedule/Periods Editor

Name

L1

PeriodSchedule Info

*Name	*Sequence	Instructional Minutes	Standard Day Minutes	School Day
L1	1	400	430	430

Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

Period Info

*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
X 1	1	08:00 AM	09:18 AM	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 2	2	09:18 AM	10:36 AM	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 3	3	10:36 AM	12:16 PM	26	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 4	4	12:16 PM	01:33 PM	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 5	5	01:33 PM	03:10 PM	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X ACT	6	03:10 PM	05:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

# Partial Day Setup

Path: Ad Hoc Reporting>Filter Designer>State Published>Audit Partial Day

This ad hoc can be used to identify students with a partial day attendance group.

**Review Step:** Ensure that the setup is correct for partial day students.

# Partial Day (IEP)

Verify start date, start time and end time match the student's IEP (as applicable).

Path: Student  
Information > General  
> Attendance Group

Early Learning/Prior Settings	ESS	<b>Attendance Group</b>	TEDS	Report Card
<div><span>+</span> Add Attendance Group <span>Save</span> <span>Delete</span></div>				
<b>Attendance Group</b>				
11 13-14 Anderson County High Sch 08/14/2013 (1 )				
StartDate: 08/14/2013 EndDate: 11/07/2013 AttendanceGroup: PAR				
<b>Attendance Group</b>				
<b>*Enrollment</b>				
13-14 Anderson County High Sch Grade: 11 Start: 08/14/2013 End: 11/07/2013				
<b>*Attendance Group</b>				
PAR: Partial Day		<b>*Start Date</b>	<b>End Date</b>	
		08/14/2013	11/07/2013	
<b>Start Time</b>	<b>End Time</b>	<b>Avg Partial Minutes</b>	<b>Percent Enrolled</b>	
12:15 PM	03:10 PM	174	40.5%	
<b>Instructional Periods: 08:00 AM - 03:10 PM</b>				
<small>* Partial Minutes was auto-calculated based on the maximum scheduled minutes if no start time and end time was specified</small>				
<small>* Adding/Changing the start/end time and start/end date will update the attendance records</small>				

# Partial Day (IEP)

- ▶ Further information on partial day setup is available from Campus Community with Infinite Campus (user ID and password required).

Campus Community Path:

[Knowledge Base](#) > [Outline](#) > [Localizations](#) > [Kentucky](#) > [Localized Tools \(Kentucky\)](#) > [Attendance Group \(Kentucky\)](#)


## Attendance Group (Kentucky)

Last updated on Jul 01, 2015

[Attendance Group Data Elements](#) | [Recording Attendance Group Information](#)



Download  
PDF

 The information on this page is for Kentucky districts only.

[Feedback](#)

**PATH:** [Student Information](#) > [General](#) > [Attendance Group](#)

The Attendance Group tab stores and defines the student's attendance group. An attendance group is used in state reports and in daily attendance reporting.



# Missing End Status

Path: KY State Reporting > Edit Reports > Missing Enrollment End Status Report

This report identifies students who have an enrollment with an end date but no associated end status.

Missing end statuses will cause the Ethnic Count on Growth Factor to be incorrect.

# Non-resident Students

These reports identify non-resident students:

Path:

Ad Hoc Reporting>Filter Designer>State  
Published>Audit Nonresident NonContract

Ad Hoc Reporting>Filter Designer>State  
Published>Audit Nonresident Contracts

**Review Step:** Verify that non-resident students have a contract on file, or have an NC or NCO attendance group.

# Overage/Underage

This report identifies underage/overage students for further review.

Path: KY State Reporting > Edit Reports >  
Overage/Underage Report

Run this report for All Schools, All Calendars.

## Over Age

Overage students will not qualify for funding on the Growth Factor on or after their 21<sup>st</sup> birthday.

# Overage/Underage

## Under Age

There are two categories for Under Age students:

- A Grade 00 student is considered “Under Age” for the entire year if their 5<sup>th</sup> birthday occurs after October 1<sup>st</sup> of the reporting year.
- A Grade 01 student is considered “Under Age” for the entire year if their 6<sup>th</sup> birthday occurs after October 1<sup>st</sup> of the reporting year.

The student underage report can be used to verify that students are correctly marked for the waiver.

# Home and Hospital

This report identifies students in the Home Hospital attendance group.

Path: Ad Hoc Reporting>Filter Designer>State Published>Audit Home Hospital

This query will return the start and end date of Home and Hospital (HH) students in an attendance group = HH.

**Review Step:** Ensure the attendance is marked properly for the HH students.

# Home and Hospital

- ▶ Use the Attendance Wizard to mark the student's attendance as HH from the initial date of entry into the HH program until the end of the school year. (This prevents teachers from taking attendance for a student who is in the HH attendance group).
- ▶ When the student returns to school, remove the HH attendance code using the Attendance Wizard. The student's HH attendance group record should be end dated upon the student's return to the regular school program via the Attendance Group tab.

# Home and Hospital

Any student eligible for HH must be put in the HH attendance group to receive full funding through the SEEK.

Attendance Group

09 14-15 al High School 08/13/2014 (1)

StartDate: 02/15/2015 AttendanceGroup:HH

Attendance Group

\*Enrollment  
14-15

Grade:09 Start:08/13/2014

\*Attendance Group  
HH:Home/Hospital

\*Start Date  
02/15/2015

End Date

Note: Districts with a separate HH only school (*i.e.*, 998, 999 schools) must enroll every student in the HH attendance group.

# Home and Hospital

## Review HH Attendance

SSID	Last Name	First Name	Attendance Group	Start Date	End Date
			HH	11/14/2008	12/12/2008

**Review Step:** A qualifying student's attendance is marked as HH from the start date to the end date of their participation in the HH program. Several common errors are shown in the following examples:

**Note 1 Example:** The student has HH marked for attendance before the HH start date of 11/14/2008.

**Note 2 Example:** The student has an end date marked as Absent >Unexcused on 12/12/2008. The correct attendance event should be HH.




**Note 3 Example:** HH students must be served a minimum of two one-hour sessions per five (5) consecutive instructional days. Student attendance for one missed HH session during the five (5) days must be recorded as an absence of 2.5 instructional days.

Unknown Exused Unexcused Exempt											
Date	Period							ACTIVITY			
	H	1	2	3	4	5	6	7			
12/12/2008 Fri L2		F	F	F	F	F	F	F			
12/11/2008 Thu L2		HH	HH	HH	HH	HH	HH	HH			
12/10/2008 Wed L2		HH	HH	HH	HH	HH	HH	HH			
12/09/2008 Tue L2		HH	HH	HH	HH	HH	HH	HH			
12/08/2008 Mon L2		HH	HH	HH	HH	HH	HH	HH			
12/05/2008 Fri L2		HH	HH	HH	HH	HH	HH	HH			
12/04/2008 Thu L2		HH	HH	HH	HH	HH	HH	HH			
12/03/2008 Wed L2		HH	HH	HH	HH	HH	HH	HH			
12/02/2008 Tue L2		HH	HH	HH	HH	HH	HH	HH			
12/01/2008 Mon L2		HH	HH	HH	HH	HH	HH	HH			
11/25/2008 Tue L2		HH	HH	HH	HH	HH	HH	HH			
11/24/2008 Mon L2		HH	HH	HH	HH	HH	HH	HH			
11/21/2008 Fri L2		E	E	E	E						
11/20/2008 Thu L2		E	E	E	E	E	E	E			
11/19/2008 Wed L2		E	E	E	E	E	E	E			
11/18/2008 Tue L2		HH	HH	HH	HH	HH	HH	HH			
11/17/2008 Mon L2		HH	HH	HH	HH	HH	HH	HH			
11/14/2008 Fri L2		HH	HH	HH	HH	HH	HH	HH			
11/13/2008 Thu L2		HH	HH	HH	HH	HH	HH	HH			

# Calendar Set-Up

Path: System Administration > Calendar > Calendar>Periods

Calendar   Grade Levels   Schedule Structure   Terms   **Periods**   School Months

 Save Period Schedules    New Period Schedule    Delete Period Sched/Periods

**Period Schedule/Periods Editor**

Name

Main

**PeriodSchedule Info**

*Name	*Sequence	Instructional Minutes	Standard Day Minutes	School Day
Main x	1	395	420	420

*Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.*

If the School Day minutes appear to be calculating incorrectly, re-key the period schedule and then select the **Save Period Schedules** icon.

# Kindergarten Attendance

Districts may have full or half-day kindergarten classes or a combination of both. The state of Kentucky provides funding for 50% (half) of kindergarten ADA even if a school district chooses full day kindergarten. This funding adjustment is made after submission of the Growth Factor to KDE.

**Path:** System Administration>  
Calendar>Calendar>Grade Levels

# Kindergarten Attendance

The appropriate kindergarten code is selected from the Kindergarten Code dropdown menu:

- BDK: Full and Half Day Kindergarten
- FDK: Full Day Kindergarten
- HDK: Half Day Kindergarten

System Administrator  
Corbin District Website  
Infinite Campus University  
Kentucky Dept. of Ed.  
Parent & Student Portal  
‣ Student Information  
‣ Instruction  
‣ Census  
‣ Behavior  
‣ Health  
‣ Attendance  
‣ Scheduling  
‣ Fees  
‣ Grading & Standards  
‣ Medicaid  
‣ Programs  
‣ Ad Hoc Reporting  
‣ User Communication  
‣ Assessment  
‣ System Administration  
  ‣ Attendance  
  ‣ Auditing  
  ‣ Batch Queue

Calendar Grade Levels Schedule Structure Terms Perio

New Save Delete

Grade Level Editor	
Name	Seq
00	6
01	7
02	8

Grade Level Detail

Name (locked)  
00

\*Sequence Number  
6

\*State Grade Level Code  
00: Kindergarten

Standard Day

Maximum Membership Days (<= instructional days)

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications  
0

Kindergarten Code  
BDK: Full and Half Day Kindergarten

☐ Exclude from cumulative GPA/Rank calculations

☐ Exclude from state reporting

☐ Exempt from Assignment

Standard Code (SIF code)

☐ Exclude from SIF reporting

# SAAR Detail Reports to Verify Growth Factor

Several SAAR reports have detail reports that provide additional information. The detail reports provide school-level listings of individual students who appear on the corresponding Growth Factor records.

- ▶ Detail reports can be run by selecting the “Detail” option in the extract editor for any of the following records: RV, RS, RX, R9 and RH.
- ▶ Run Detail Report R9 of the SAAR to verify Record 4 of the Growth Factor for Noncontract/overage/underage students.
- ▶ Run Detail Report RH to verify HH attendance on the Growth Factor.

# Quality Review

**Growth Factor is a subset of SAAR:**

GF Record 1 = SAAR Record 5

GF Record 2 = SAAR Record 7

GF Record 4 = SAAR Record 9

GF Record H = SAAR Record H

**GF Record 1 = Ethnic Count**

**GF Record 2 = Aggregate Attendance and Absence**

**GF Record 4 = Non- Contract/Overage/Underage**

**GF Record H = Home Hospital**

# Using the SAAR to Verify Growth Factor (Definitions)

**Record 1** = Calendar

**Record 2** = Enrollment/Reenrollment

**Record 3** = Withdrawals

**Record 5** = Ethnic Count (R2 – R3 = R5)

**Record 7** = Aggregate Attendance: 'Base Aggregate Days Present' Total Adjustment Aggregate Days Present' Total = RV, RS, RX (additions to the base)

RV= Proficient attendance for virtual or performance based courses

RS= Eligible suspensions (a district may receive up to 10 days for a child who has been suspended)

RX= Eligible expulsions up to 175 days

**Record 9** = Noncontract Over/Under Attendance: 'Non Contract Aggregate Days Present' is the amount of attendance for a student who was overage or underage that will be deducted from base (subtraction from the base).

**Record H** = Home/Hospital: Already included in base attendance (R7). RH record comes to KDE for the Home and Hospital ADA calculation. This is funded separately.

**Record L** = Five Low Attendance Days: 'Aggregate Low Attendance Days Present Total' (subtraction from base). Record L equals the aggregate days attendance for the five (5) lowest attendance days district-wide, when all schools are in session. This information reduces the total aggregate days of attendance and the number of days taught prior to the calculation of average daily attendance (ADA).

**Record W** = Ten Low Weather Attendance Days: 'Aggregate Low Weather Attendance Days Present' (addition to the base). The SAAR report reflects Full AADA with the no adjustment made for kindergarten. The aggregate day's attendance for both kindergarten and P-12 for each of selected number of low weather attendance days will be replaced by last year's kindergarten and P-12 AADA.



# Quality Review and Assurance

## Ethnicity Count

- ▶ Records 2 minus Record 3 = Record 5
- ▶ SAAR Record 2 (All Enrollments + Reenrollments)
- ▶ SAAR Record 3 (All Withdrawals)
- ▶ SAAR Record 5 (Ethnic Count)
- ▶ *Formula: Entries + Re-entries - Withdrawals = Ethnic Count*

Review step: Run Records 2 and 3 of the SAAR to verify Record 1 Ethnic Count of the Growth Factor  
(Select: PDF, All Calendars, Month 1 and 2)

# SAAR Detail Reports

## Superintendent's Annual Attendance Report (SAAR)

### Superintendent's Annual Attendance Report (SAAR) Enrollment Report

The SAAR provides a summary of each district's attendance data for the entire school year. The Summary report types provide aggregate data suitable for state. The Detail report types provide student-level data for verification, analysis and reference.

**Report Options**  
Report Type ☒ Detail ☐ Summary

**Extract Format** PDF  
☒ Date Range  To   
☐ School Month  

☐ Month 1 (08/05/2013 - 08/30/2013)  
☐ Month 2 (09/02/2013 - 09/27/2013)  
☐ Month 3 (09/30/2013 - 11/01/2013)  
☐ Month 4 (11/04/2013 - 12/03/2013)  
☐ Month 5 (12/04/2013 - 01/15/2014)  
☐ Month 6 (01/16/2014 - 03/05/2014)  
☐ Month 7 (03/06/2014 - 04/03/2014)  
☐ Month 8 (04/04/2014 - 05/01/2014)  
☐ Month 9 (05/02/2014 - 05/29/2014)  
☐ Month 10 (05/30/2014 - 06/12/2014)

**Report Selection** ☒ All Reports  

☒ R9 Over/Under Attendance  
☒ R9 Non-Contract Attendance  
☒ RH Home\_Hospital Attendance  
☒ RV Virtual Performance Based Attendance  
☒ RS Out of School Suspension  
☒ RX Expulsion

**Select Calendars** ☒ All Calendars  

13-14 Anderson County High Sch  
13-14 Anderson County Middle S  
13-14 Emma B. Ward Elementary  
13-14 Ezra B. Sparrow Early Ch  
13-14 Phoenix Academy  
13-14 Robert B. Turner Element  
13-14 Saffell Street Elementar

CTRL-click and SHIFT-click for multiple  
(Calendars: 7 Schools: 7)

**Select Students**  
☒ Grade 

All Students  
00  
01  
02  
03  
04  
05  
06  
07  
08

  
☐ Ad Hoc Filter

Generate Report

Validation Report

Submit to Batch

# Quality Review

## Run Monthly Attendance Reports for Months 1 and 2 (by month & school)

- ▶ Verify Register Report and get signoff
- ▶ Verify ADA/ADM Truancy Mode and match to the Register Report
- ▶ Verify ADA/ADM Funding Mode and match to Growth Factor Record 2 and SAAR Record 7 for each school attendance month

# How Do We Get PDF AADA?

## *Infinite Campus PDF Formula:*

Record 2 (Attendance) – Record 4  
(Noncontract/overage/underage) / Number of  
Days Taught in months one and two = Average  
Aggregate Daily Attendance (AADA).

# Quality Review and Assurance

## Enrolled Days vs. Scheduled Days

There are several scenarios when students *enrolled* days do not match their *scheduled* days. These include:

- Partial Day (Not fully funded)
- Virtual or Performance Based (School districts with Virtual and Performance-based students do not receive attendance credit until a final “passing” grade is entered.)
- Early Release Days: scheduled minutes will be less than student day minutes.
- Schedule Gaps
- Students without a full schedule (e.g., fifth year senior)

# Quality Review and Assurance

## Truancy

The ADA/ADM 'Truancy mode' should equal 'Funding mode' for students who have a full schedule. Students without a full schedule are funded for the part of the day that they are scheduled.

# Creating the Growth Factor State Format Fixed Width

Run the State Format Fixed Width report for all Schools:

- ▶ Leave the date range blank
- ▶ Select 'All Types'(R1, R2, R4, RH)
- ▶ Generate Report
- ▶ File name should be saved as GFXXX.YY (XXX = District Number, YY= School Year)
- ▶ Example: GF133.16
- ▶ Be sure to run and save the "PDF" versions of the same files under the Extract Format field for comparison.

# Creating the Growth Factor in State Format Fixed Width

## Growth Factor Report

The Growth Factor report is used by KDE to determine whether any adjustments to the prior year's SAAR report values are warranted. This report

**Report Options**

Extract Format: **State Format (Fixed width)**

☒ **Date Range** ☐ School Month

Month 1 (07/24/2014 - 08/20/2014)  
Month 2 (08/21/2014 - 09/17/2014)

**Report Types** ☒ All Types

☒ R1 Ethnic Count (Active students at the end of the 2nd school month)  
☒ R2 Aggregate Attendance  
☒ R4 Non-Contract\_Over\_Under Attendance  
☒ RH Home\_Hospital Attendance

**Generate Report**

**Select Calendars** ☒ All Calendars

14-15 Corbin Educational Center  
14-15 CORBIN ELEMENTARY  
14-15 CORBIN HIGH SCHOOL  
14-15 CORBIN INTERMEDIATE  
14-15 CORBIN MIDDLE SCHOOL  
14-15 CORBIN PRESCHOOL  
14-15 CORBIN PRIMARY  
14-15 Corbin School of Innovat  
14-15 Elementary Homebound  
14-15 High School Homebound

CTRL-click and SHIFT-click for multiple  
(Calendars: 10 Schools: 10)

**Select Students**

☒ Grade ☐ Ad Hoc Filter

All Students  
00  
01  
02  
03  
04  
05  
06  
07  
08

# SUBMIT TO KDE

Each district's Growth Factor file is submitted via a web link on the KDE homepage:

<http://opsupport.education.ky.gov/attendancereports/> .

The file goes through an error check process. Any errors are listed on the page

(See Appendix A in the Growth Factor Documentation)

- ▶ Errors should be cleaned up before the submission process is complete.
- ▶ Once errors are cleaned up, the submission can be completed by entering contact information such as; email, district number and comments.

# SUBMIT TO KDE

Thank you for your submission. KDE has been notified to review your data.

## *Step 5: Summary Reports*

The submitted report will be reviewed and analyzed. KDE will generate your SAAR Summary Report and email your district a copy.

## *Step 6: Verification*

Once you receive the SAAR Summary please review the contents carefully. If the summary report is satisfactory, **please reply via [email KDE](#) with an official statement of verification**. The SAAR will not be considered complete until KDE receives an official statement of verification.

Once your file is submitted it is reviewed at KDE. Your district will be contacted if KDE finds any discrepancies. KDE will send the Summary back to you for verification. Once all districts have sent KDE an official email message verifying their Growth Factor, the process is complete.

# KDE Contact Information

KDE is available for questions during the Growth Factor submission process. Please contact **Garnetta Barnette** at 502-564-5279 or via email at [garnetta.barnette@education.ky.gov](mailto:garnetta.barnette@education.ky.gov) for information and assistance.